



National  
Aeronautics and  
Space  
Administration

# Privacy Act Disclosure Authorization and Accounting Record (DAAR)

CONTROL NO.

DATE ASSIGNED

## 1. SYSTEM OF RECORDS

a. TITLE OR DESIGNATOR

b. LOCATION

DATE OF DISCLOSURE

2. DESCRIPTION OR NATURE OF RECORD(S)

3. PURPOSE OF DISCLOSURE *(Attach any required documentation)*

4. NAME(S) AND ADDRESS(ES) OF PERSON(S) OR ORGANIZATION(S) TO WHOM DISCLOSURE MADE

5. DISCLOSURE REQUESTED BY



a. NAME

b. DATE

6. FORM OF DISCLOSURE

☐ a. IN PERSON ACCESS

☐ b. COPY OF RECORD

☐ c. TELEPHONE

☐ d. OTHER *(Specify)* \_\_\_\_\_

7. AUTHORITY FOR DISCLOSURE

☐ a. ROUTINE USE *(Specify)* \_\_\_\_\_

☐ b. SPECIAL (b)(4) THRU (b)(11) *(Specify)* \_\_\_\_\_

☐ c. PRIOR RECIPIENTS OF AMENDED OR DISPUTED INFORMATION

☐ d. OTHER *(Specify)* \_\_\_\_\_

8. REMARKS/CONCURRENCES *(Include dates)*

9. NOTIFICATION OF INDIVIDUAL(S) *(If required, enter name(s) and date(s))*

10. DOCUMENT EXEMPT FROM INDIVIDUAL ACCESS

a. YES *(if yes, give reason)*

☐

b. NO

\_\_\_\_\_

## 11. DISCLOSURE AUTHORIZATION

a. BY *(Typed name and title)*

b. SIGNATURE

c. DATE